

READ THIS FIRST

BUSINESS SOLUTIONS



START HERE

Here's what you'll do:

- Charge and set up your Palm™ Tungsten™ T2 handheld.
- Install Palm™ Desktop software.
- Learn to use your handheld.

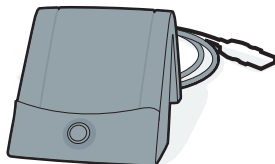
Important! Already use a Palm™ handheld?

- Synchronize your old handheld with your computer so that the information is up-to-date.
- Go to www.palm.com/support/globalsupport and click the upgrade link to learn how to smoothly transfer your information to your new handheld.

Contents



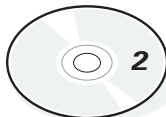
Palm Tungsten T2 handheld



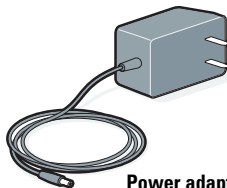
USB HotSync® cradle



Palm Desktop software



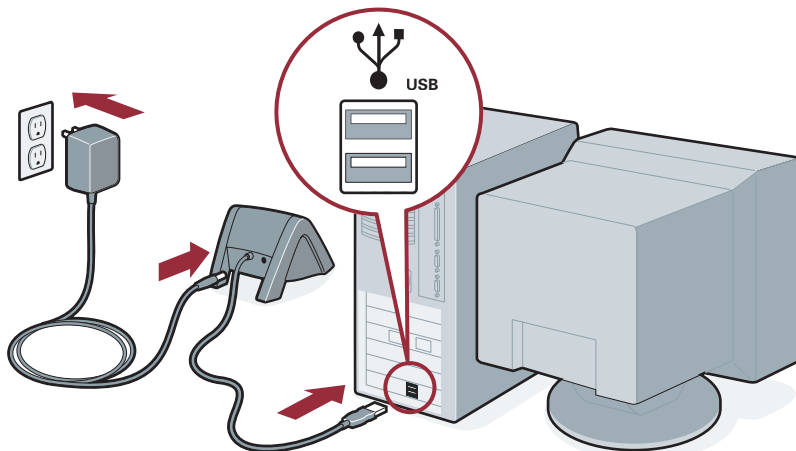
Software Essentials



Power adapter

1 Connect

- a. Connect the HotSync® cradle to the computer.*
- b. Plug the adapter into an outlet and into the cradle.

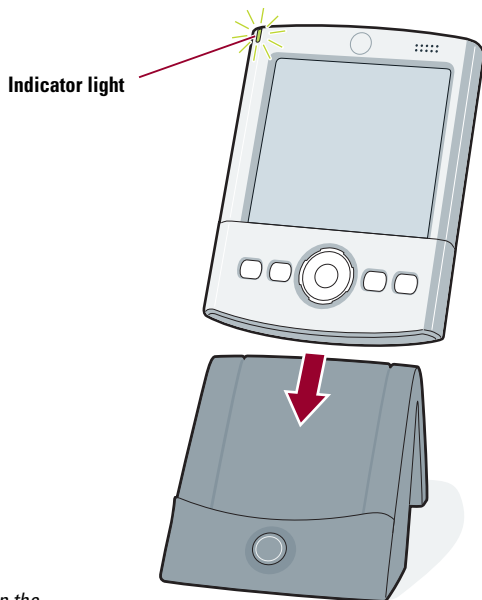


* Windows NT and systems without USB ports require a serial cradle, sold separately.



2 Charge

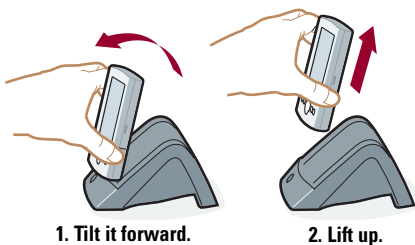
- a. Place your Tungsten™ T2 handheld in the cradle.
- b. Make sure that the indicator light is solid green. This means your handheld is properly seated in the cradle and is being charged.*
- c. Charge for at least **two full hours**.



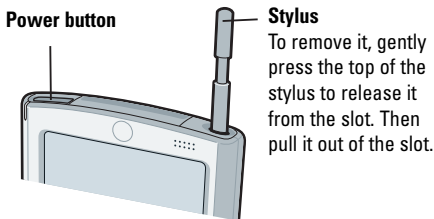
* Problems? See "Troubleshooting" section in the upcoming pages.

3 Set up

- a. Remove the handheld from the cradle.

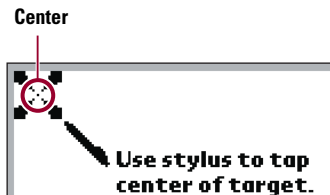


- b. Turn on the handheld by pressing the power button.*



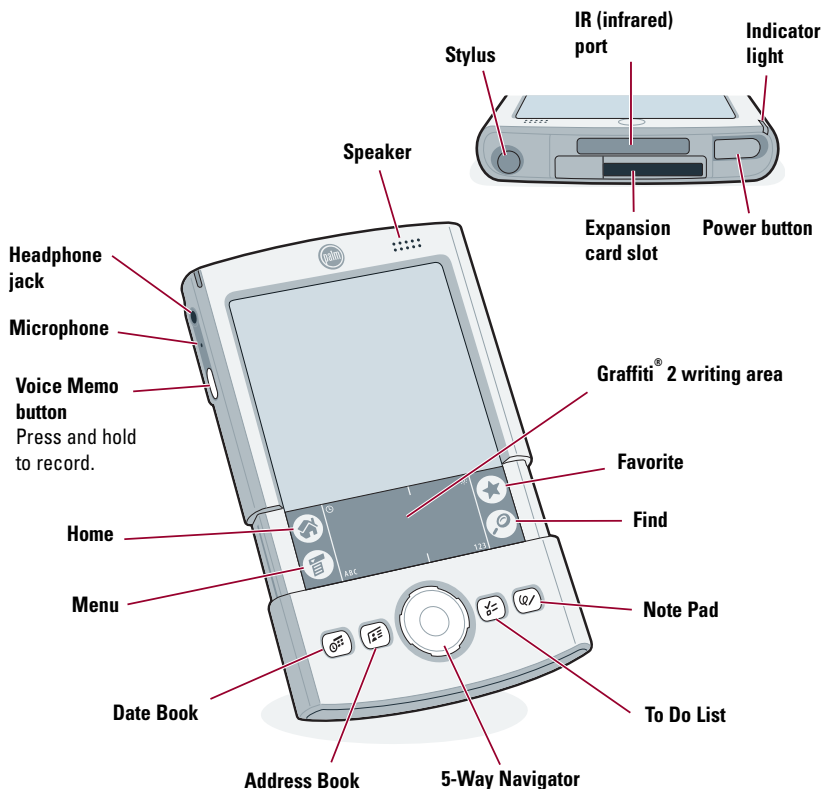
- c. Remove the stylus.

- d. Follow the Setup instructions on the screen.



- e. Tap firmly the center of at least three targets.

* Problems? See "Troubleshooting" section in the upcoming pages.



INSTALL SOFTWARE

4 Install Palm™ Desktop software on your computer

Enter appointments, addresses, and other information using Palm™ Desktop software. Then transfer the information to your handheld using the HotSync® process. It's the fastest way to enter lots of information.

Note:

You must install the version of Palm Desktop software included in this package. Microsoft Outlook is also supported.

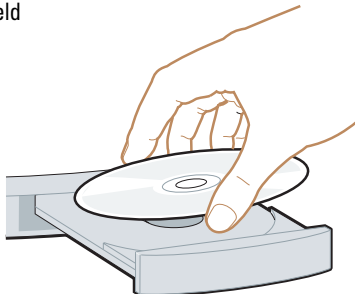
- a. Place the Palm Desktop software CD-ROM in the CD-ROM drive.

Windows:

- b. Follow the installation instructions that appear on your computer screen.*
- c. After you complete the installation, slide open the handheld and tap Home  to open the Applications Launcher.

Mac:

- b. Double-click the Palm Desktop Installer icon.*



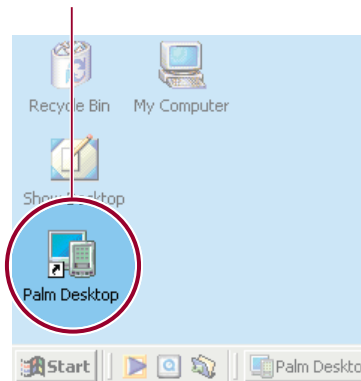
* Problems? If installation or the HotSync process did not work, see "Troubleshooting" section in the upcoming pages.

ENTER AND SYNCHRONIZE YOUR INFORMATION

5 Try it! Schedule an appointment on your computer

Windows:

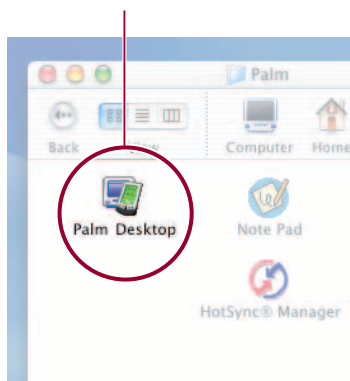
- a. Double-click the Palm Desktop icon on your computer desktop.



- b. In Palm™ Desktop software, click New Event in the lower-left corner.
- c. Enter the appointment, and then click OK to save it.

Mac:

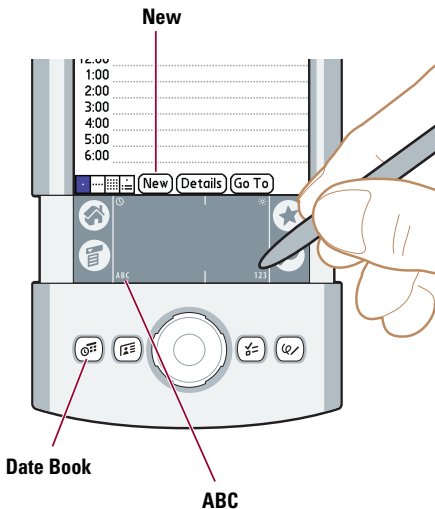
- a. In the Palm folder, double-click the Palm Desktop icon.



- b. Create or select a username to identify your information.
- c. From the Create menu, select Event.
- d. Enter the appointment, and then click OK to save it.

6 Now schedule an appointment on your handheld

- Slide open the handheld to reveal the Graffiti® 2 writing area.
- Press the Date Book button.



- Tap New.

The "Set Time" dialog box has a title bar with "Set Time" and an information icon. It contains two sections: "Start Time:" and "End Time:". The "Start Time:" section has a dropdown menu showing "12:00 pm" and a time selection column with hours 8 through 11 and minutes 00, 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55. The "End Time:" section has a dropdown menu showing "1:00 pm" and a time selection column with hours 1 through 7 and minutes 00, 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55. There are "All Day" and "No Time" buttons, and "OK" and "Cancel" buttons at the bottom.

- Tap to set the time, and then tap OK.
- Tap  to display the onscreen keyboard. Tap the keyboard to type.

The onscreen keyboard has a title bar with "Keyboard" and an information icon. It features a standard QWERTY layout with a "Done" button at the bottom left, a "shift" button, a "space" button, and a "Done" button at the bottom right. The keyboard is displayed on a light blue background.

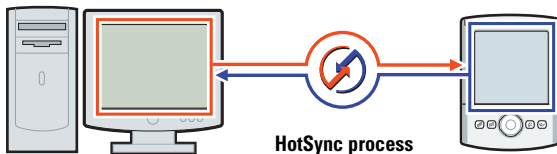
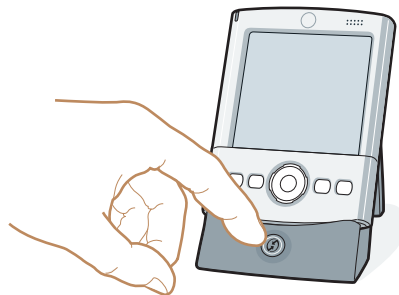
7 Synchronize information on your handheld and computer

In this step, the HotSync® process synchronizes information on your handheld and in Palm™ Desktop software, so that information you enter in one appears in both places.

- a. Place the handheld in the cradle.
- b. Press the button on the cradle to begin the HotSync process.*
- c. When the HotSync process is complete, check your handheld and Palm Desktop software to see both appointments in both places.

Note:

You can also synchronize with Microsoft Outlook. For additional information look in the *Handbook*, see "Find More Information" in the upcoming pages.



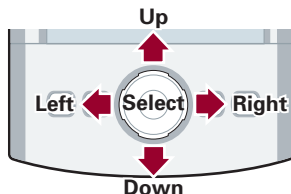
* Problems? If the HotSync process did not work, see "Troubleshooting" section in the upcoming pages.

GET MORE OUT OF YOUR HANDHELD

Use the 5-way navigator

Use the 5-way navigator for quick access to your information with just one hand! For example, you can do any of the following and much more. For full details, see the *Handbook*.

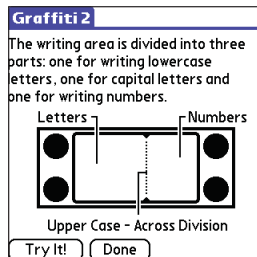
- Go to the Applications Launcher by pressing and holding Select.
- View the highlighted item by pressing Select in most applications.
- Access the Address Book Quick Lookup feature by pressing Right from the Address list, or access the Quick Connect feature by pressing Right from the Address record.
- Access Date Book events/notes, Note Pad notes, and Voice Memo voice memos.
- Access and navigate through Microsoft Office documents with DataViz Documents to Go.



Learn Graffiti® 2 writing

Graffiti® 2 writing is a fast and simple way to enter text and numbers into your handheld. Take this hands-on tutorial to see simple strokes turn into text and numbers on your screen.

- Slide open your handheld, tap Home , and tap the Graffiti 2 icon .



Install more software on your handheld

Insert the Software Essentials CD-ROM into the CD-ROM drive to install software that enables you to take full advantage of your handheld's multimedia, communication, and productivity features.

- Take your favorite photos with you when you install Palm™ Photos.
- Show your video clips to friends and family when you install Kinoma Video Player.
- Listen to MP3 files and other leading music formats when you install the MP3 player (expansion card required, sold separately).

Note:

You must first do a HotSync operation to install DataViz Documents to Go and VersaMail™ 2.5 software on your handheld. You may need to download software from the Internet while installing some applications from the Software Essentials CD-ROM.

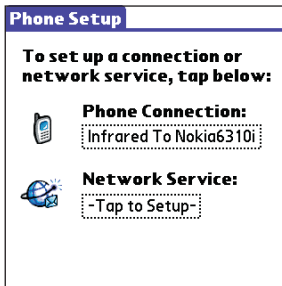
Visit www.palm.com/software for hundreds of other available software applications.

Go wireless with Bluetooth™ technology

Get rid of cables! Use integrated Bluetooth™ technology to wirelessly exchange e-mail, surf the web, and synchronize with your computer enabled with Bluetooth technology.

Within minutes, configure your Tungsten™ T2 handheld to communicate with global GPRS carriers and with most popular phones enabled with Bluetooth technology. Visit www.palm.com/support/globalsupport to view an updated list of compatible phones and a step-by-step video (available in English only) that shows how to pair your handheld with your phone.

- Slide open your handheld, tap Home  , and tap Phone Link .



Palm™ Quick Install (Windows only)

Conveniently install applications, MP3 songs, video clips, photos, and Microsoft Office documents in any of the following ways:

- Drag and drop files onto the Palm Quick Install icon.
- Open the Palm Quick Install window and drag and drop files, or click the Add button to select files.
- Right-click a file, select Send To, and then click Palm Quick Install.



Integrate with popular desktop software

- Synchronize your Date Book, Address Book, To Do List and e-mail (VersaMail™ 2.5 software, included) with Microsoft Outlook.
- Synchronize your e-mail from a Microsoft Exchange account.
- Read, edit, and create Microsoft Office documents on your handheld and synchronize with your computer.

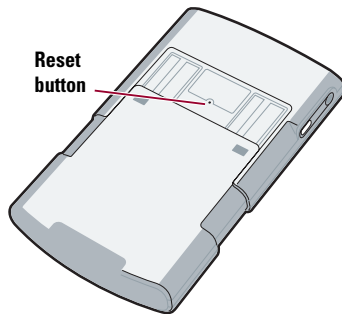
TROUBLESHOOTING

► The indicator light does not go on.

1. Seat your handheld firmly in the cradle.
2. Connect the power adapter securely to the cradle.
3. Make sure that the power adapter is plugged into a working electric outlet.

► Your handheld does not turn on when you press the power button.

1. Press any application button to ensure that your handheld is turned on.
2. Perform a soft reset:
 - a. Slide open your handheld.
 - b. Use the tip of your stylus or an unfolded paper clip (or similar object without a sharp tip) to gently press the reset button inside the hole on the back panel of your handheld.
3. Charge your handheld for another full two hours.
 - a. Place your handheld in the cradle.
 - b. Make sure the indicator light is on.



► **Third-party applications are affecting the operation of your handheld.**

Some third-party applications may not have been upgraded to be compatible with your new Palm™ handheld. If you suspect that a third-party application is affecting the operation of your handheld, contact the developer of the application.

► **Palm™ Desktop Installer does not automatically appear after you put the CD-ROM into the drive.**

Windows:

1. Click the Start button.
2. Select Run from the Start menu.
3. Click Browse to locate the drive with the Palm Desktop software CD-ROM.
4. Double-click the **autorun.exe** file on the Palm Desktop software CD-ROM.

Mac:

1. Double-click the CD-ROM icon on the Mac desktop to open the Palm Desktop software CD-ROM.
2. Double-click the Palm Desktop Installer icon.

► **HotSync® process does not begin.**

Check that the handheld is properly seated in the cradle and that the cradle connector is securely connected to the computer.

Windows:

1. 1. Make sure that the HotSync® Manager icon appears in the Windows system tray. If not:
 - a. Click the Start button and select Programs.
 - b. Select Palm Desktop, and then select HotSync Manager.
2. Check the connection type:
 - a. Click the HotSync Manager icon.
 - b. Make sure that a checkmark appears next to Local USB (or Local Serial if you're using a serial connection). To insert a checkmark, click the menu item.

HotSync Manager icon



Mac:

1. Make sure the Transport Monitor of the HotSync Manager is enabled:
 - a. Double-click the HotSync Manager icon in the Palm folder.
 - b. In the HotSync Controls tab, click Enabled.
2. If you are using a USB cradle:
 - a. Disconnect and then reconnect the cradle.
 - b. Restart your computer.
3. If you are using a serial cradle (sold separately):
 - a. Double-click the HotSync Manager icon in the Palm folder.
 - b. Click the Connection Settings tab.
 - c. Make sure PalmConnect is selected and that the port selection matches the port to which the HotSync cradle is connected.

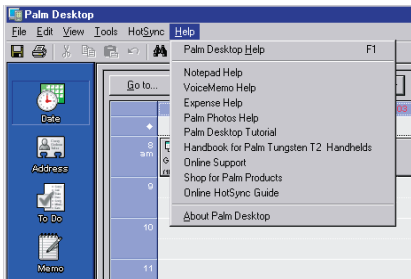
FIND MORE INFORMATION

Read the *Handbook*

The *Handbook* opens in Adobe Acrobat Reader on your computer. If you do not have Acrobat Reader, you can install it from the Palm™ Desktop software CD-ROM.

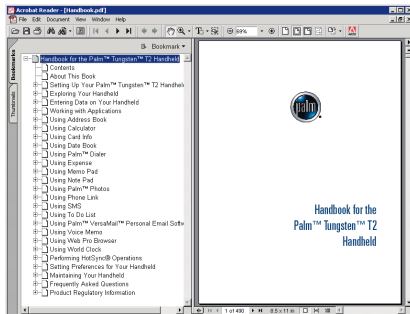
Windows:

In Palm Desktop software, click Help in the menu bar. Then select the menu item for the *Handbook*.



Mac:

Look in the Applications/Palm/Documentation folder, and double-click *Handbook*.



www.palm.com/intl

In one convenient location, find tips on getting the maximum benefit from your handheld, get your favorite accessories, download more software, and communicate with other Palm™ handheld users.

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Software Download Available

Palm™ Desktop software is supplied on a CD-ROM disc. Check www.palm.com/intl for updates and new versions of the software.

Agency Compliance Information

Product regulatory and compliance information can be found in the Handbook file located on the product CD-ROM.

PN: 406-5247A-IE

